

Barcoded Evidence Analysis, Statistics, and Tracking Laboratory Information Management System

"BEAST"

Additional Evidence

Submission Pre-Log Directions

1. Double-click on "BEAST PRELOG"
2. Maximize window
3. Log on to the BEAST using your own user ID and password
4. Select "Evidence Prelog"
5. Type your department name in "Department Name Filter", or click "View All" to find your department
6. Click on "Find Case"
7. Type in your department case number, then click "Find". (that case is pulled in) Click "Open Case".
8. Edit "Case Info" and "Names" tabs as needed.
9. Go to "Items" tab; click "Add". Enter the item information (starting with the "Item Number") and click "SAVE". Repeat for each item.
10. Select "Lab Submission" tab; click "Add" (at this point the submission number changes) and fill out the top portion of the screen. ("Submit To" and "Deliv Type")

The bottom portion of the screen is used to fill out specific examination requests for the submitted items.

You must choose an examination for each item.

To request an examination, click the "Select" button to the far right of each item. Choose an examination from the drop-down menu; click "Save". (If the same exam is being selected for each item, simply click the "Dupe" button to the far right of each item.)

If the item is to be held for "storage", select "STOR".

When you have finished the last exam request, click "Save", then "Submit". (At this point, only the additional evidence you are submitting should be showing on the screen.)

11. **Print** the packing slip, and **sign** where indicated. Enclose this with a copy of the offense report in the package. On specific **Digital Evidence** cases, please enclose **the Digital Evidence Request for Examination** (available on the AG/DCI website) and the appropriate copies of Search Warrants.

The Evidence Custodian will use this packing slip to continue the log in process when the package is delivered to the SDFL.

LOG OUT